SMART RESTART

CLAY COUNTY DISTRICT SCHOOLS

PLANNING FOR A SAFE RETURN TO SCHOOL IN 2020-2021

COMMUNICATIONS GUIDANCE

FOR COVID-19 POSITIVE CASES

STAY CONNECTED

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THIS PLAN IS SUBJECT TO CHANGE AS PUBLIC HEALTH GUIDELINES ARE UPDATED.
WHAT IF A STUDENT TESTS POSITIVE?

STEP-BY-STEP SCENARIO:

Student feels unwell in classroom

Teacher provides mask for student (if student isn’t already wearing one)

Teacher sends student to health room

Nurse takes student’s temperature standing outside the front of health room

Student has a reading over 100°F

Nurse isolates student until parent can pick up student

Parent has the option to get student tested

TEST IS POSITIVE

- Parent alerts school of positive test
- School alerts District
- District alerts Director at Florida Department of Health in Clay County
- Florida Department of Health in Clay County will confirm positive results, interview student/parent, and then conduct contact tracing.

TEST IS NEGATIVE

- Parent is required to keep student home for a minimum of 72 hours with a temperature of over 100°F
- Parent receives negative test, if taken
- Operations resume as normal and student goes back to school after 72 hours or when better
WHAT IF A FAMILY MEMBER TESTS POSITIVE?

STEP-BY-STEP SCENARIO:

1. Student in class says one of their family members at home has COVID-19 and the teacher and other students overhear

2. Teacher notifies a school administrator of the comment

3. Administrator will take student from class to bring to the school health room for a temperature check

4. Student will wait in the isolation room while the administrator contacts parent/guardian

   Administrator shares with parent/guardian that their child has announced that someone in their home is COVID-19 positive and the school leader reminds the parent/guardian that per the Florida Department of Health in Clay County’s recommendation, if a child lives in the home with a family member that is positive, the recommendation is that the child self isolates away from positive contact for 14 days beginning from the last day of exposure with the positive contact

5. School leader shares that any work that the child would miss during self-isolation will be able to be made up and that we can work with the child’s teacher to send home a packet/Google classroom assignments/and our work through our digital learning content

6. School leader shares that we encourage self-isolation for 14 days if exposed and encourage their child to have a mask at school when they cannot social distance while at school or on the bus
WHAT IF A STAFF MEMBER TESTS POSITIVE?

STEP-BY-STEP SCENARIO:

1. Staff member tests positive for COVID-19

2. Staff member alerts administration and Human Resources of positive test

3. Administrator alerts District regarding positive test

4. District contacts Florida Department of Health in Clay County to notify them of a positive case. The Florida Department of Health in Clay County will obtain test results, interview positive case, and begin contact tracing

5. Department of Health conducts contact tracing and alerts any person(s) or families that need to self-isolate due to prolonged contact with positive case

6. If the staff member is teacher, a substitute will be called to fill-in during time of self-isolation
WHAT IF I HAVE COVID-19 SYMPTOMS?

DECISION TREE FOR PEOPLE WITH COVID-19 SYMPTOMS IN YOUTH, STUDENT, AND CHILD CARE PROGRAMS

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, stay home.

SYMPTOMS OF COVID-19 INCLUDE:

New onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

- **For people who received a laboratory test for COVID-19**
  - **POSITIVE TEST RESULT:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.
  - Siblings and household members also stay home for 14 days.
  - **NEGATIVE TEST RESULT BUT SYMPTOMS WITH NO OTHER DIAGNOSIS:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.
  - Siblings and household members also stay home for 14 days.

- **For People with a COVID-19 diagnosis without a lab test or people with symptoms consistent with covid-19 without a medical evaluation (e.g., monitoring symptoms at home)**
  - Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.
  - Siblings and household members also stay home for 14 days.

- **For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition**
  - Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual (www.hennepin.us/daycarem). If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.
  - Siblings and household members do not need to stay home.
COMMUNICATIONS PROTOCOL

FOR QUESTIONS REGARDING
POSITIVE CASE/SCHOOL CLOSURES

► POSITIVE CASE:
NO NOTIFICATION WILL BE SENT BY THE SCHOOL IF THERE IS A POSITIVE CASE. The Florida Department of Health in Clay County will alert any families if a student has had prolonged contact with a positive case. If the school receives phone calls/messages regarding this case, they should tell parents the following:

SCHOOL MESSAGE TO PARENT/GUARDIAN:
The school district/school has been notified of a possible positive case of COVID-19; however, this information is protected by law through HIPAA. The Florida Department of Health in Clay County is conducting contact tracing and will advise parents/guardians by phone call and letter if their student had prolonged contact with a positive case. Please refer to our Smart Restart Reopening Plan for the protocols in place for a positive case (flow chart on Page 1). We continue to recommend wearing masks where social distancing is not possible and also continue thorough hand-washing procedures to help stop the spread of COVID-19.
[Date]

Dear Parent(s) or Legal Guardian(s):

The Florida Department of Health in ____________ County (DOH-__________) has been notified of a case of COVID-19 in one individual at (NAME OF SCHOOL). Because your child was possibly exposed to someone at the school who had COVID-19, DOH-__________ is notifying parents of exposed attendees that their child needs to quarantine at home for 14 days from their last day of attendance at the facility. If COVID-19 symptoms develop seek medical attention immediately.

COVID-19 is a respiratory illness spread mainly though close contact from person-to-person. Respiratory droplets are produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths and noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms.

Symptoms may appear 2 to 14 days after exposure to the virus. The most common symptoms associated with COVID-19 are fever, cough, and difficulty breathing. If symptoms develop, keep your child at home, except to seek medical care, and separated from others in the home as much as possible. A viral test is needed to confirm if someone has a current infection.

The best way to prevent illness is by limiting exposure to the virus.

- Maintain good social distancing (about 6 feet).
- Wash your hands often with soap and water.
  - If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Routinely clean and disinfect frequently touched surfaces.
- Cover your mouth and nose with a cloth face covering when around others.

DOH-__________ is notifying parents that attendees who are close contacts to the case quarantine at home for 14 days and monitor for signs and symptoms of COVID-19. Close contact is anyone who had face-to-face contact or shared a small space for a long period of time with an infected person or had direct contact with the respiratory secretions (such as coughing or sneezing) of a person with COVID-19. If your child is already sick, keep them at home, away from others, and only leave home to seek medical attention.

Please monitor your child for any symptoms of COVID-19 over the next two weeks. If you notice any symptoms of COVID-19 in your child, do not bring them to school, and contact your child’s pediatrician immediately.

If you have any questions, please call the Florida Department of Health in ____________ County at [PHONE NUMBER]. More information about COVID-19 is available from the Centers for Disease Control and Prevention on its website: http://www.cdc.gov/covid19.

Sincerely,

[NAME]
Epidemiology Program Manager

Florida Department of Health in ____________ County

PHONE: • FAX:
FloridaHealth.gov
HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) is a national standard that protects sensitive patient health information from being disclosed without the patient’s consent or knowledge. Via the Privacy Rule, the main goal is to:

- Ensure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being.

### Who must comply?

- Every healthcare provider who electronically transmits health information in connection with certain transactions
- Health plans
- Healthcare clearinghouses
- Business associates that act on behalf of a covered entity, including claims processing, data analysis, utilization review, and billing

### Protected information

- Individually identifiable health information that is transmitted or maintained in any form or medium (electronic, oral, or paper) by a covered entity or its business associates, excluding certain educational and employment records

### Permitted disclosures

- To the individual
- Treatment, payment, and healthcare operations
- Uses and disclosures with opportunity to agree or object by asking the individual or giving opportunity to agree or object
- Incident to an otherwise permitted use or disclosure
- Public interest and benefit activities (e.g., public health activities, victims of abuse or neglect, decedents, research, law enforcement purposes, serious threat to health and safety)
- Limited dataset for the purposes of research, public health, or healthcare operations

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records.

The Act serves two primary purposes:

1. Gives parents or eligible students more control of their educational records
2. Prohibits educational institutions from disclosing “personally identifiable information in education records” without written consent

### Who must comply?

- Any public or private school:
  - Elementary
  - Secondary
  - Post-secondary
- Any state or local education agency
  - Any public or private school:
    - Elementary
    - Secondary
    - Post-secondary

### Protected information

- Student Education Record:
  - Records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution

### Permitted disclosures

- School officials
- Schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To comply with a judicial order or lawfully issued subpoena

For more information, please visit the Department of Health and Human Services’ HIPAA website and the Department of Education’s FERPA website.
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